

**Effective: 11/20/12**

**Mailbox Placement & Maintenance Policy**

Mailboxes and mailbox supports are the property of the mail route patron and must be placed and maintained by the patron. Clay County does not issue permits for the placement of mailboxes within the road right of way, nor do our easements provide for mailbox construction. All mailboxes placed within the road right of way are placed there at the owner's risk.

When there is an accumulation of snow, the location of mailboxes close to the highway makes the plowing operations of the County difficult and renders the boxes susceptible to damage as a result of such activity. It is the County's policy to use special care and consideration when plowing snow in their vicinity. Despite this care and consideration, some mailboxes will be knocked down or destroyed during the snow removal season. In the vast majority of cases it is the weight of snow coming off a snowplow or wing which destroys a mailbox. On occasion, however, County equipment will hit and damage the mail box.

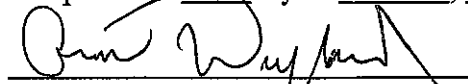
We believe most of the mailbox damage which occurs during a typical winter would be eliminated if postal patrons were to install a swing away style mailbox support. Attached is a steel post mailbox support diagram which we recommend. This mailbox configuration has been crash tested and is acceptable in terms of nationally tested safety criteria. It is the only support approved by Clay County.

The use of this approved mailbox support provides a much safer driving environment for all motorists. It also makes the job of snow removal much easier and reduces costs and irritation to the mail patron when boxes are destroyed due to flying snow and occasional accidental impacts. Consequently, Clay County's policy encourages the use of this recommended support.

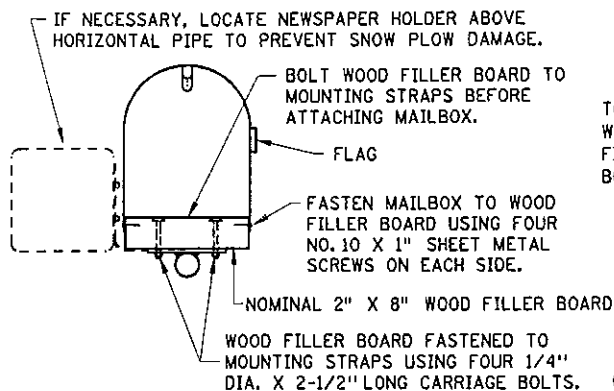
If a properly placed mailbox support conforming to the approved swing away style design is hit by a plow wing and is damaged or destroyed, the County will repair or replace the mailbox and support. Any damage caused by flying snow is the responsibility of the mailbox owner. Any other non-conforming mailbox support configurations are not eligible for repair or replacement by the County.

David L. Overbo, P.E.  
Clay County Highway Engineer

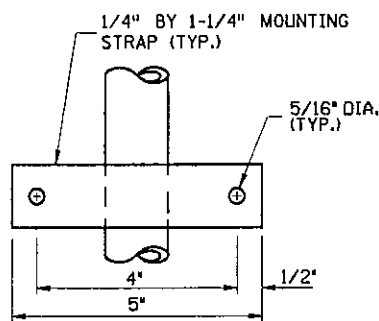
Adopted this 20 day of November, 2012



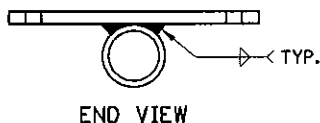
Chair  
Clay County Board of Commissioners



SECTION A-A

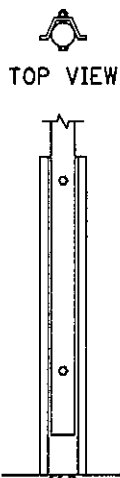


TOP VIEW

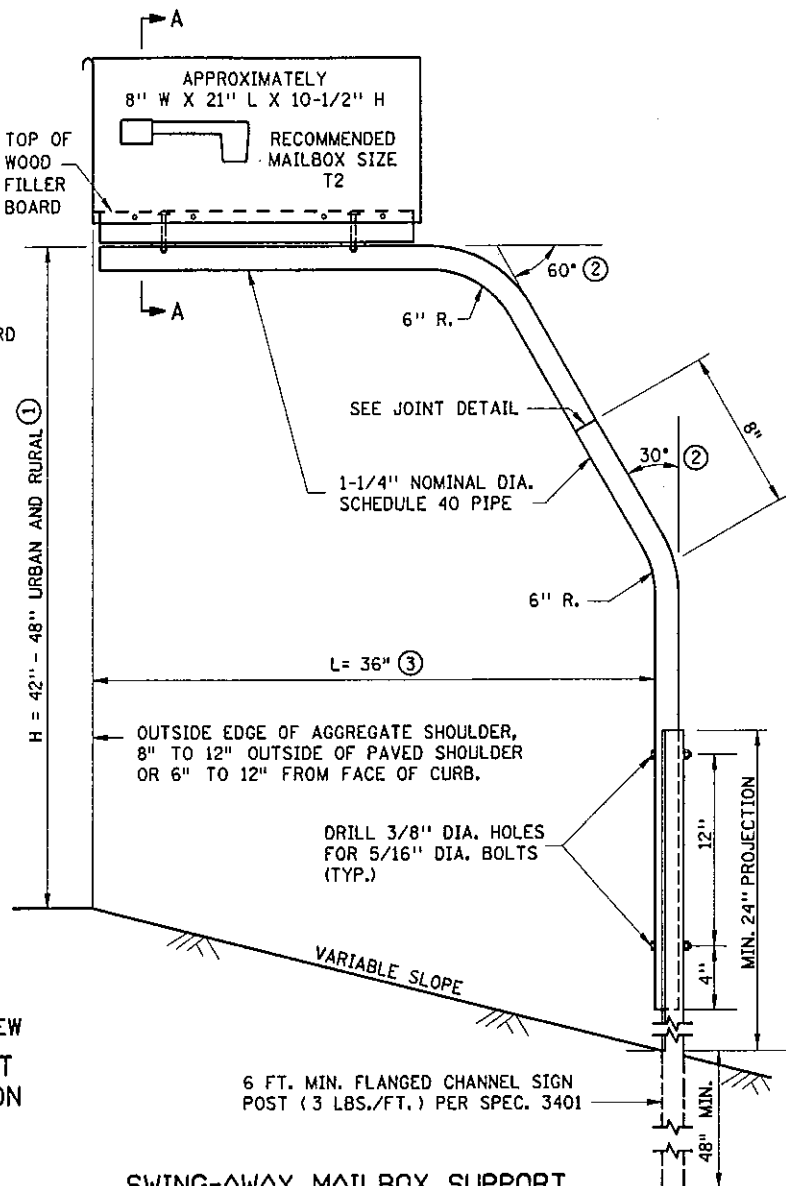


END VIEW

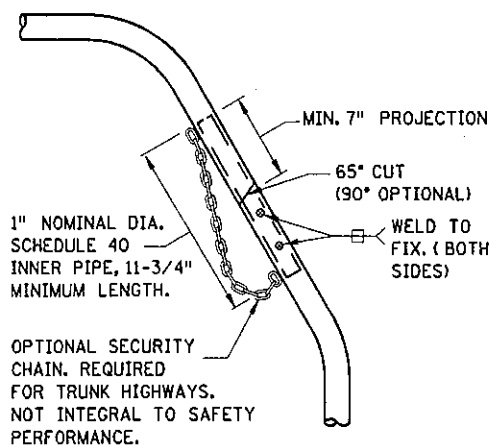
MOUNTING STRAP DETAIL



ROADWAY VIEW  
PIPE/POST  
CONNECTION



SWING-AWAY MAILBOX SUPPORT



JOINT DETAIL

NOTES:

MAILBOX LOCATIONS SHOULD BE STAKED BEFORE INSTALLATION FOR PROPER HEIGHT AND DISTANCE FROM THE ROADWAY. ONCE STAKED, THE INSTALLER MUST NOTIFY THE ENGINEER AND THE POST OFFICE. THE ENGINEER AND THE POSTMASTER SHALL APPROVE THE STAKED LOCATIONS PRIOR TO FINAL INSTALLATION.

THE MINIMUM SPACING (CENTER TO CENTER) BETWEEN MULTIPLE MAILBOX SUPPORTS SHALL BE EQUAL TO THE HEIGHT OF THE MAILBOX SUPPORT.

OTHER MAILBOX SUPPORT DESIGNS MAY BE USED IF THEY SATISFY NCHRP REPORT 350 CRITERIA IN ACCORDANCE WITH FHWA ACCEPTANCE LETTER, MEET MINNESOTA RULES 8818 AND U.S. POST OFFICE RECOMMENDATIONS AND ARE IN COMPLIANCE WITH MN/DOT REQUIREMENTS WHICH MAY INCLUDE THE FOLLOWING (REQUIRED ON TRUNK HIGHWAYS):

PIPE SHALL CONFORM TO SPEC. 3362, SCHEDULE 40 OF ASTM A53/A53M.

ALL FASTENERS SHALL CONFORM TO SPEC. 3391.

PIPES, POST AND OTHER STEEL COMPONENTS SHALL BE GALVANIZED PER SPEC. 3392.

THE CONTRACTOR SHALL SEND THE SHOP DRAWINGS TO THE ENGINEER FOR APPROVAL. FOR QUESTIONS REGARDING DESIGN ELEMENTS AND BREAKAWAY FEATURES, CONTACT THE DESIGN STANDARDS UNIT.

① ANY CHANGE IN HEIGHT (H) MUST BE APPROVED BY LOCAL POSTMASTER.

② 45° BENDS MAY BE USED AS AN OPTION.

③ A 48" OR 53" CANTILEVER LENGTH (L) MAY BE USED AS AN OPTION FOR NON-TRUNK HIGHWAY USE.

APPROVED JUNE 1, 2007

*M. Rakus*

STATE DESIGN ENGINEER

STATE OF MINNESOTA  
DEPARTMENT OF TRANSPORTATION

MAILBOX SUPPORT  
SWING-AWAY TYPE

SPECIFICATION  
REFERENCE

3362  
3391  
3392  
3401

STANDARD  
PLATE  
NO.

9350A